

<p align="center"><b>2 REGULATIONS</b></p>	<p align="center">Page 1 of 3</p>
<p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>SAFETY MANUAL</b></p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 13-February-2004</p>
<p align="center"><b>2 REGULATIONS</b></p> <p>All work at DFS is performed in compliance with applicable Federal, State, and local health and safety (H&amp;S) regulations and standards. The regulations/regulatory agencies with primacy over DFS, and the regulations and standards in effect, are briefly described below.</p> <p><b>2.1 Code of Virginia</b></p> <p>2.1.1 § 40.1-51.1.A. Duties of employers.</p> <p>An employer shall “. . . furnish to each of his employees safe employment and a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees, and to comply with all applicable occupational safety and health rules and regulations . . .”.</p> <p>2.1.2 § 40.1-51.2(a) Rights and duties of employees.</p> <p>An employee shall “. . . comply with all occupational safety and health rules and regulations. . . and any orders issued thereunder which are applicable to his own action . . .”.</p> <p><b>2.2 Virginia Administrative Code</b></p> <p>16 VAC 25-60-160. General duty.</p> <p>“Where a recognized hazard exists that is causing or likely to cause death or serious physical harm, and specific general industry, construction and agricultural standards do not apply or may not exist, the requirements of §40.1-51.1(a) of the Code of Virginia (2.1.1 above) shall apply to all employers covered by the Virginia State Plan for Occupational Safety and Health.”</p> <p><b>2.3 Standards of Conduct</b></p> <p>Under the Commonwealth's Standards of Conduct (Department of Human Resource Management (DHRM) Policy 1.60), employees are expected to abide by all policies promulgated by DHRM and their agencies (1.60.III.C.). The Policy further defines the following as unacceptable conduct (offenses):</p> <ul style="list-style-type: none"> <li>• Violating a safety rule where there is not a threat of bodily harm (1.60.V.B.2.b.) - Group 2 offense, and</li> <li>• Violating safety rules where there is a threat of physical harm (1.60.V.B.3.g.) – Group 3 offense, “acts and behavior of such a serious nature that a first occurrence normally should warrant removal”.</li> </ul> <p><b>2.4 OSHA/VOSH</b></p> <p>The United States Department of Labor’s Occupational Safety and Health Administration (OSHA) is the primary agency responsible for promulgation and enforcement of workplace safety regulations and standards in the U.S. In Virginia, OSHA has relinquished its authority to the Department of Labor and Industry by granting final approval of the Virginia State Plan for Occupational Safety and Health (the VOSH Plan). That Plan includes almost all OSHA regulations and standards <i>in toto</i>; a small number of VOSH regulations and standards have been created, or generated by revision from the OSHA regulation or standard, to meet the unique requirements of the Commonwealth and workplaces therein. Because all VOSH regulations and standards applicable to DFS are identical to those of OSHA (with one exception, 2.4.6 below), all references in this Manual will therefore be to the Federal Regulations or Standards.</p> <p>2.4.1 29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals in Laboratories (the “Laboratory Standard”)</p> <p>This standard addresses the laboratory use of hazardous chemicals; the standard defines “laboratory use” in a manner which includes many/most DFS examinations/analyses. The standard requires a covered employer develop and follow a chemical hygiene plan capable of protecting affected employees from health hazards associated with hazardous chemicals in the laboratory and keeping any exposures which do occur below specified limits. DFS’ Chemical Hygiene Plan is Appendix A of this Manual.</p>	

<p align="center"><b>2 REGULATIONS</b></p>	<p align="center">Page 2 of 3</p>
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<div data-bbox="198 296 763 327" data-label="Section-Header"> <p>2.4.2 29 CFR 1910.1030 - Bloodborne Pathogens</p> </div> <div data-bbox="293 357 1542 478" data-label="Text"> <p>This standard addresses potential exposure to blood or other potentially infectious materials in the workplace; blood, tissue, etc, are examined/analyzed by DFS, and are also found on/in much of the other evidence examined. The standard requires a covered employer establish an exposure control plan designed to eliminate or minimize employee exposure. DFS' Exposure Control Plan is Appendix B of this Manual.</p> </div> <div data-bbox="198 508 747 539" data-label="Section-Header"> <p>2.4.3 29 CFR 1910.134 - Respiratory Protection</p> </div> <div data-bbox="293 569 1542 661" data-label="Text"> <p>This standard addresses use of respirators in the workplace; a small number of DFS employees are required to wear respirators during certain procedures. The standard requires a covered employer establish and maintain a respiratory protection program. DFS' Respiratory Protection Plan is Appendix C of this Manual.</p> </div> <div data-bbox="198 690 980 722" data-label="Section-Header"> <p>2.4.4 29 CFR 1910.1200 - Hazard Communication ("Right to Know")</p> </div> <div data-bbox="293 751 1542 873" data-label="Text"> <p>This standard addresses hazardous chemicals in the workplace; DFS uses and stores many hazardous chemicals in its buildings. The standard requires a covered employer develop, implement and maintain a hazard communication program to provide information to their employees about the hazards of, and appropriate protective measures for, chemicals in the workplace. DFS' Hazard Communication Plan is Appendix D of this Manual.</p> </div> <div data-bbox="293 903 1497 963" data-label="Text"> <p>Note that because much of the work performed at DFS is covered by the Laboratory Standard/Chemical Hygiene Plan (2.4.1 above), the Hazard Communication Plan is oriented towards non-technical staff.</p> </div> <div data-bbox="198 993 794 1024" data-label="Section-Header"> <p>2.4.5 Other Applicable OSHA Regulation/Standards</p> </div> <div data-bbox="293 1054 1542 1146" data-label="Text"> <p>A myriad of other OSHA Regulations and Standards apply to DFS operations, notably 29 CFR 1904 - Recording and Reporting Occupational Injuries and Illness, and most of the subparts of 29 CFR 1910 - Occupational Safety and Health Standards:</p> </div> <div data-bbox="293 1176 1195 1604" data-label="List-Group"> <ul style="list-style-type: none"> <li>- Subpart D - Walking-Working Surfaces</li> <li>- Subpart E - Exit Routes, Emergency Action Plans, and Fire Prevention Plans</li> <li>- Subpart G - Occupational Health and Environment Control</li> <li>- Subpart H - Hazardous Materials</li> <li>- Subpart I - Personal Protective Equipment</li> <li>- Subpart J - General Environmental Controls</li> <li>- Subpart K - Medical and First Aid</li> <li>- Subpart L - Fire Protection</li> <li>- Subpart M - Compressed Gas and Compressed Air Equipment</li> <li>- Subpart N - Materials Handling and Storage</li> <li>- Subpart O - Machinery and Machine Guarding</li> <li>- Subpart P - Hand and Portable Powered Tools and Other Hand-Held Equipment</li> <li>- Subpart S - Electrical</li> <li>- Subpart Z - Toxic and Hazardous Substances</li> </ul> </div> <div data-bbox="198 1633 1066 1665" data-label="Section-Header"> <p>2.4.6 16 VAC 25-80-10 - Access to Employee Exposure and Medical Records</p> </div> <div data-bbox="293 1694 1542 1816" data-label="Text"> <p>This standard addresses access by employees to relevant exposure and medical records; DFS generates such records for all employees. The standard requires a covered employer assure the preservation and retention of those records for specified time periods, and that employee access to, or copies of, the records is provided in a reasonable time, place, and manner.</p> </div>	

<p align="center"><b>2 REGULATIONS</b></p>	<p align="center">Page 3 of 3</p>
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<p><b>2.4 EPA/DEQ</b></p> <p>The United States Environmental Protection Agency (EPA) and the Virginia Department of Environmental Quality (DEQ) are the agencies responsible for promulgation and enforcement of environmental regulations and standards applicable in Virginia. Those regulations and standards are intended to protect “human health” (EPA) and “the health and well-being of the citizens of the Commonwealth” (DEQ); thus, operations performed to comply with them constitute an important part of the DFS Safety Program.</p> <p align="right">◆End</p>	